

**PART 391—DIRECTOR OF ADMINISTRATION AND MANAGEMENT**

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**§ 391.1 Purpose.**

Pursuant to the authority vested in the Secretary of Defense under 10 U.S.C., this part establishes the position of Director of Administration and Management (DA&M), reporting to the Deputy Secretary of Defense, with the responsibilities, functions, relationships, and authorities prescribed herein.

**§ 391.2 Definition.**

*DoD Components.* The Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

**§ 391.3 Responsibilities and functions.**

The *Director of Administration and Management* shall serve as the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on DoD-wide organizational and administrative management matters. In this capacity the DA&M shall:

(a) Advise and assist the Secretary and Deputy Secretary of Defense on administration and organization within the Department of Defense.

(b) Provide policy guidance to DoD Components and coordinate on administrative and organizational matters.

(c) Review, evaluate, and develop recommendations to improve the organization, functions, and management of DoD activities and programs.

(d) Develop and maintain organizational charters for the OSD, the Defense Agencies, the DoD Field Activities, and other DoD activities, as required.

(e) Provide policy guidance, coordinate, and oversee administration of assigned programs, including the DoD Committee Management Program, the DoD Management Headquarters Program, and the DoD Privacy Program.

(f) Administer the Historical Program of the OSD and coordinate DoD Historical Program activities.

(g) Analyze and control manpower requirements for the OSD, the OJCS, and other assigned activities.

(h) Administer the Internal Management Control Program for the OSD and other assigned activities.

(i) Participate in planning, programming, and budgeting activities related to DA&M responsibilities.

(j) Promote coordination, cooperation, and mutual understanding on matters under DA&M cognizance within the DoD and between the DoD, other Government Agencies, and the public.

(k) Serve on boards, committees, and other groups concerned with matters pertaining to the functions and responsibilities assigned to the DA&M and represent the Secretary and Deputy Secretary of Defense on such matters outside the DoD.

(l) Perform such other duties as the Secretary or Deputy Secretary of Defense may prescribe.

**§ 391.4 Relationships.**

(a) In the performance of the above functions, the DA&M shall:

(1) Coordinate and exchange information with officials of other DoD Components having collateral or related functions.

(2) Use existing facilities and services of the DoD, whenever practicable, to achieve maximum efficiency and economy.

(b) Serve as the Director, Washington Headquarters Services in accordance with 32 CFR part 356.

(c) Other OSD officials and the heads of DoD Components shall coordinate with the DA&M on all matters related to the functions cited in § 391.3.

**§ 391.5 Authorities.**

The DA&M is hereby delegated authority to: